

## Instructions for Payments of Michigan Sales, Use, Withholding, and Single Business Taxes Using EFT Credits

You are requesting permission to make monthly payments of sales, use, withholding and monthly and quarterly estimated single business taxes using the Electronic Funds Transfer (EFT) credit method. To use this method, you will contact an EFT member bank (or its affiliate) and request that it initiate an EFT credit electronic funds transfer to the designated State of Michigan bank account. (Please contact your bank for information concerning its ability to initiate EFT credits for you.)

**Please send a zero dollar transmission**, completely formatted, as a test to the State of Michigan bank account using the EFT credit method. Once we have verified that the test posts to your account properly, we will send you written approval and you can begin EFT credit payments immediately.

### Transmission Information Detail

1. Make EFT credit transmissions to the State Treasurer's account at Bank One, N.A., Detroit, account number 06590-83. Your bank may also need to know Bank One's ABA number, which is 0720 0032 6. **You must contact your bank early to notify them of your EFT transfer amount. Most banks require at least 24 hours' lead time. Contact your bank for specific deadlines.**
2. Your bank will need to know the format for the addendum portion of the transmission. The State of Michigan has adopted the following CCD+ format:

<u>Field</u>	<u>Contents</u>
Segment Identifier	"TXP"
Separator	"*"
TXP01	Federal Employer Identification Number or Michigan Department of Treasury assigned account number ("ME-...." or "TR-...."). Please enter the entire account number, including the hyphen.
Separator	"*"
TXP02	Tax type code 01100 Withholding 02100 Single Business Tax 04200 Sales Tax 04400 Use Tax on sales and rentals 04500 Use Tax on purchases
Separator	"*"
TXP03	Tax period end date Period for which tax was accrued in "YYMMDD" format ("DD" can be any valid day, preferably the last day, of the month.)

Separator	"*"
TXP04	Amount type "T" for tax
Separator	"*"
TXP05	Amount of tax being paid in "\$\$\$\$\$\$cc" format ("cc," cents must be filled in even if you transfer whole dollar amounts.)
Separator	"*"
TXP06	Amount type "P" for penalty
Separator	"*"
TXP07	Amount of penalty being paid in "\$\$\$\$\$\$cc" format ("cc" cents must be filled in even if you transfer whole dollar amounts.)
Separator	"*"
TXP08	Amount type "I" for interest
Separator	"*"
TXP09	Amount of interest being paid in "\$\$\$\$\$\$cc" format ("cc" cents must be filled in even if you transfer whole dollar amounts.)
NOTE:	Fields TXP06, TXP07, TXP08 and TXP09 are optional and only need to be completed if penalty and/or interest are being paid.
Terminator	"\"